

Entering Dates in Service Authorization Requests / Service Authorizations

Purpose: explain keyboard tricks to autofill fields in Service Authorization forms

T = Today

Y = Yesterday

T+ = Today's date plus a number of days

Date+ = specified date plus a number of days

Begin Date Of Authorization *

06/14/2024  **T** **Y** 

End Date Of Authorization *

6/14/2024+90  **T** **Y** 

Begin Date Of Authorization *

06/14/2024  **T** **Y** 

End Date Of Authorization *

09/12/2024  **T** **Y** 

Special Scenario – Number of Units in standard Authorization is One Unit per Day (Common for residential sites)

If the authorization start date and end date are entered as “monthly” or “30 days”, there will be a deficit in units.

Ex: Authorization starts 5/16 and ends 6/16 = 32 units worth of days (start and end date are each a unit as well as the 31st day of the month). If 30 days starting from 5/16 are entered, the provider will be short units when trying to bill and impacts subsequent auth request.

To correct, enter the 5/16/24 start date and then 5/16/24+29 as the end date to calculate the appropriate date needed, this ensures for months with 28, 30, 31 days the auth period will coincide with 30 units (start date + 29 days = 30 days/units).